[Your Full Name]
[City, State] | [Email Address] | [Phone Number]

[Month Day, Year]

[Program Contact Name or Selection Committee]
[Firm Name]
[Street Address]
[City, State ZIP]

Re: [Program Name], [Year]

Dear [Contact Name or Members of the Selection Committee]:

I am a first-year student at [Law School], and I am applying for the [Program Name] at [Firm Name]. [One sentence on how you learned about the program and why you are applying to this firm's program in particular.]

[Two or three sentences on the background, experience or perspective you would bring to the firm and to the profession. Write about what you did and what it taught you, not only about who you are. If the program asks its own question, answer that question here.]

The [Program Name] would give me [what the program offers that you want most: the summer position, a mentor, the scholarship, or time in a specific practice]. I am especially interested in [Practice Group or kind of work] because [a concrete reason drawn from your own experience].

[One example that shows you can do the work: a job, a leadership role, a research project, or a responsibility you carried for others. Say what you did and what came of it.]

[Optional: one or two sentences on how you have supported other students or your community, and how you would keep doing that as part of the program. Delete this paragraph if it repeats the one above.]

I have enclosed my resume and [an unofficial transcript, or a note that fall grades will follow when released]. Thank you for considering my application. I would be glad to answer any questions about my background.

Sincerely,

[Your Full Name]

Enclosures: [Resume, Transcript or Grades Note, Personal Statement if Separate]